

NAF ATSUGI

VEHICLE REGISTRATION OFFICE (VRO) PROCESS

*****REQUIRED DOCUMENTATION:** The following documents are required prior to purchasing and registration of a motor vehicle for use onboard NAF Atsugi. These items must be presented to VRO when you come in to register a vehicle.

- A- Valid U.S Military or DOD Civilian ID card.
- B-A copy of PCS Orders (Military) or Letter of Employment / Travel Orders (Civilians)
- C- Valid NAF Atsugi USFJ Form 4EJ (Operator permit for a civilian Vehicle)
- D- Shaken (Japanese Title)
- E-Valid Japanese Compulsory Insurance (JCI), which can be purchased from AIU insurance
- F-Liability Insurance in Buyer name, with coverage of at least a minimum of 3 months.
- G-Proof of current Base Vehicle Safety Inspection.
- H-If you are living off installation, have a Japanese Parking Certificate from your city of residence. (Obtained from the Japanese Police Dept in the city you reside in.)

ADDITIONAL REQUIRED DOCUMENTATION :

*****Personnel E-6 and below and/or under 26 years of age are required to have the following additional required documents:**

- A-Special request chit Approved to purchase a POV by CO/OIC (E-4 and below only)
- B-Proof of Alcohol Aware or Prevent Training (E-6 and below Personnel under 26 years of age)

*****Spouse/Dependants or any personnel without the sponsor present, due to deployment, TDY or transfer who are buying or selling a vehicle must have:**

- A- SPECIAL Power of Attorney for Purchase/ Disposition of Vehicle (ORIGINAL COPY ONLY)
(NOTE: A General Power of Attorney will not be accepted per USFJINST)
- B-Copy of Sponsor's Valid USFJ Form 4EJ (Operator permit for civilian vehicle)

STEP-1. If you are purchasing a Vehicle, you and the seller must both proceed to VRO with all of the above required documents. The required documents will be verified and the VRO will issue a Bill of Sale to be signed by you and the seller. The seller will be required to scrape off the Base Decal issued to them and the buyer will be issued a temporary pass until the vehicle registration is complete.

STEP- 2. The Buyer will proceed to the Japanese LTO (Land Transportation Office) which is located off the installation to transfer the title of the Vehicle into your name (if you are the new Owner), and update the address and pay any taxes owed on the vehicle. Maps can be provided upon request, for your assistance in locating the LTO.

*** VRO can recommend a few reputable Japanese Runners who can complete this task with minimum difficulty. Accepting assistance is just a recommendation and these runners are in no way affiliated with the VRO. Any and all negotiations and monetary transaction is solely between you and the Japanese runner. It is still your responsibility to ensure the accuracy of all your documents. ***

STEP- 3. The buyer returns to VRO with all completed documents. If all paperwork is up to date and valid, the vehicle will be registered in the VRO data system and the new owner of the vehicle issued a base decal.

The following references outlines specifics for vehicle registration information: USFJ INST 31-205 Series, CNFJ INST 5800.9 Series, NAFA INST 5800.6 Series, 2009 Japanese Road Traffic Law.